



**McHENRY COUNTY SHERIFF'S  
DEPARTMENT – CORRECTIONAL DIVISION**  
2200 North Seminary Avenue  
Woodstock, IL 60098

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**LATERAL TRANSFER GUIDELINES**

Lateral transfer applicants must meet the following guidelines to be considered for placement on the eligibility list:

1. Currently employed as a full-time correctional officer and/or certified law enforcement officer in a Sheriff's Department, Police Department and/or other Law Enforcement agency, are in good standing in their department: and
2. Successfully completed training that complies with the Illinois law (200 hours Police Training Institute) as to minimum standards for certification as a full-time corrections officer the definition of which includes, but is not limited to, the authority to carry firearms; and
3. Have completed the probationary period with the agency in which the applicant received their certification.

Applicants must submit:

- Completed Sheriff's Department –Correctional Division application
- Lateral Transfer Supplemental application
- State Certification
- Certificate/Diploma from training academy

Copies of (as applicable):

- Valid drivers' license
- Birth certificate
- DD-214
- High school/GED diploma and/or transcripts
- College diploma and transcripts.

Application materials should be submitted to:

Natalie Andrews  
Correctional Division  
2200 North Seminary Avenue  
Woodstock, IL 60098  
Telephone (815) 334-4933  
Fax (815) 334-3031  
E-mail [ncandrews@mchenrycountyil.gov](mailto:ncandrews@mchenrycountyil.gov)